

DER Recurrent Seminar
General Session

Designee Management Handbook
Order 8100.8 “A”

Designee Management Handbook

- Order 8100.8 issued November 20, 1998.

Addressed Designee Selection and Appointment

DERs

DMIRs

DARs

ODARs

Designee Management Handbook

- Order 8100.8 “A” addresses:
 - Selection and appointment.
 - Orientation
 - Training
 - Oversight
 - Renewal
 - Termination
 - Guidance Material

Designee Management Handbook

- 8100.8 “A” Selection & Appointment
 - Appointment Process Clarified from Order 8100.8.
 - Application package.
 - Evaluation Panel
 - Designee Process Coordinator (DPC)
 - FAA Advisor/Evaluator
 - Designee Status
 - International Operating Procedures
 - Multiple appointments/expansions/transfers
 - Appeal

Designee Management Handbook

- Designee Information Network (DIN). DIN is an automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee data.

Designee Management Handbook

- Status Definitions of Designees. A state/position of the designee. Assists in documenting all valid statuses in DIN for designees.
 - (1) Active. An Appointed designee currently exercises his/her delegated authority.
 - (2) Applicant. A person's application has been received and is being evaluated prior to making a decision to appoint as a candidate, active or denial.

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- Status Definitions of Designees (continued).
 - (3) Candidate. A designee applicant serves a period of training in preparation for appointment as an active designee.
 - (4) Denied. It is determined the applicant fails to meet the minimum qualifications and the delegations requested authority cannot be made.

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- Status Definitions of Designees (continued).
 - (5) Idle. An appointed designee who is currently not in a position to exercise his/her delegated authority, but it is in the interest of the FAA not to terminate the delegated authority.
 - (6) Suspended. Immediate removal of delegated authority for cause.
 - (7) Terminated. Removal of delegated authority.

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International Operating Procedures.

- Finding Compliance to Foreign Regulations.
- The ACO may authorize a DER to make compliance findings to specific foreign regulations delegated to the FAA by a foreign CAA.
- Bilateral Aviation Safety Agreement (BASA) or some other written FAA approved arrangement with that country.

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International Operating Procedures (continued).

- The DER will provide the original FAA Form 8110-3 to the project ACO.
- The project ACO will transmit FAA approval to the foreign CAA.
- A DER who is granted such approval authority must have demonstrated to the appointing ACO knowledge of the foreign regulation and its application.

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International Operating Procedures (continued).

- Compliance Findings outside the U.S. A DER may be authorized to find compliance to 14 CFR on behalf of the FAA in a country other than the U.S. under defined conditions and limitations.
- DERs are never authorized to work directly for another CAA in their FAA DER capacity.

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International Operating Procedures (continued).

- Appointment of DER's outside the United States.
The FAA will not consider appointment of an individual who does not have a legal permanent residence in the United States as a DER. Based on past experience, the FAA has determined that the burden to the FAA of managing a designee who does not reside in the United States is not compensated for by an FAA need that is met by appointing a designee.

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Current designees who have not gone through an Evaluation Panel (EP).

Transfer

- EP can be waived by agreement of advisor/manager.

Expanded Authority

- EP required for new technical disciplines.

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Multiple Appointment

- EP can be waived by agreement of advisor/manager.

Appeal

Applicant may appeal the decision regarding a denied or reduced delegation:

- Within 60 days of receipt of FAA decision letter.
- Appeal Panel consists of at least 2 Managers/Senior Engineers (who were not part of the EP).
- Appeal Panel shall complete deliberations within 60 days.

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Orientation

- Approval authority
- DER Guidance Handbook (Order 8110.37())
- FAA Form 8110-3
- Use of authority
- Test plan approval
- Other pertinent information
- Company influence
- Conflict of interest/executive level

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Training

- Standardization Seminars are required at initial appointment.
- LAACO appointed DERs are required to attend a Recurrent Seminar every two years.
- Seminar attendance entered into DIN.

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Designee Oversight

- Interaction Tracking Form (DER)
 - Eight key interactions.
 - Identify FAA contact by NAME.
- Performance Evaluation Form (FAA)
 - Twelve performance elements.

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Oversight (continued)

- DER Candidates are reviewed annually
using
Tracking Form/Evaluation Form
- Target of 2 years for a DER Candidate
then
Appoint or terminate

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Renewal

- 14 CFR part 183.15(b) states appointments are for 1 year.
- Can be renewed annually provided:
 - Performance satisfactory
 - FAA need
 - FAA ability to manage

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Renewal (continued)

- DER Candidates evaluated in the same manner.
- Tracking Form mandatory for renewal.
- Executive level/conflict of interest considerations.

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Termination

- Cause for termination:
 - Deceased. A designee dies.
 - Retired. Typically applies to a designee who works for an established company and ceases to function as a designee upon retirement from the company.
 - By Request. At request of designee or designee's employer.

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- Cause for termination continued:
 - Change of Employment. In the event the designee leaves the employment of the company that requested the delegation.
 - * Misconduct. The designee has not properly exercised or performed the duties of the delegation.
 - Insufficient Activity. The designee has not had sufficient activity to warrant continuance of the delegation.

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- Cause for termination continued:
 - * Lapse in Qualifications. The designee's qualifications for a specific activity have lapsed.
 - * Certificate Suspension, Cancellation, or Revocation. When a certificate is suspended, canceled, or revoked that is required by a designee or his/her employer.
 - * Lack of Care, Judgement, or Integrity. Designee has not demonstrated the care, judgement, or integrity required to exercise the delegation properly.

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- Cause for termination continued:
 - Lack of FAA Need and Ability to Manage. The managing office no longer needs the services of the designee or no longer has the resources to manage the designee.
 - Any Other Reason. For any other reason deemed necessary by the Administrator.
- * Termination for Cause.

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Appeal

- Submit in writing to FAA within 2 weeks.
- Request will extend termination date. (Unless immediate suspension necessary).
- Meeting with Branch Manager or Senior Engineer(s) and Designee Process Coordinator (DPC).
- Can request second-level appeal to ACO Manager.

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Guidance Material

- Designee Responsibilities.
 - All designees are responsible for obtaining (with FAA assistance) or have access to all necessary guidance material and subsequent revisions to satisfactorily perform their authorized functions.

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Guidance Material (continued)

- Managing Office(s) Responsibilities.
 - Ensure the designee(s) have the necessary guidance material to perform their authorized function(s).
 - Enter and updating a designee's address to DIN to ensure receipt of publication update.
- Designee Web Site.
 - The FAA hosts a web site for designees at <http://av-info.faa.gov/dst>

Designee Management Handbook

So What's Left in the
DER Guidance Handbook
Order 8110.37 "D"?

DER Guidance Handbook (8110.37 “D”)

- All aspects of the Do’s and Don’ts that the DER needs to function as a DER:
 - Authority and limitations.
 - Administration and procedures.
 - Certification activities.
 - PMA procedures.
 - Repairs and alterations.

DER Guidance Handbook (8110.37 “D”)

- All aspects of the Do’s and Don’ts that the DER needs to function as a DER (continued):
 - Limitations on DER functions (Appendix 1).
 - Delegated functions and authorized areas.
 - Sample FAA Form 8110-3’s.
 - Tracking/Evaluation Forms.

DER Guidance Handbook
(8110.37 “D”)

- DER Guidance Handbook (8110.37D) Team Meeting held in August 2000. Two meetings are scheduled in 2001.
- When 8100.8A is released we will finalize 8110.37 “D”.
- 8100.8A Target for Release---September 2000